



Ojibway Women's Lodge Manager

Department: Social Services
Posting Date: November 1, 2024
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Full-time, Permanent
Vacancies: 1
Reports To: Director of Social Services

Nipissing First Nation requires a Shelter Manager for the Ojibway Women's Lodge located in Duchesnay. The OWL Manager will be responsible for the management, day-to-day operations, Supervision of Program Supervisor, Crisis Support, Child and Youth Shelter Support and Transitional Housing Support Programs. The OWL Manager reports to the Director of Social Services Nipissing First Nation.

What you'll do in the role

- Oversee the day-to-day operations of the Shelter
- Provide Supervision and accountability for direct service delivery for Emergency Shelter, Crisis Support, Child and Youth Shelter Support, and Transitional Housing Support Program(s)
- Manage and participate in emergency support rotation
- Coordinate and facilitate Staff meetings
- Conduct Performance Appraisals and Maintain HR Attendance Management
- Participate as a member of a multi-disciplined service team and work in partnership with service providers from outside agencies, including monitoring all agreements and protocols
- Collaborate with VAW Regional Managers, and other VAW sector agencies
- Liaison and communicate directly with MCCSS Program Supervisor and other Government agencies
- Prepare necessary documentation including Data Collection, Budget Submissions, Annual Work Plans and Reports, Capacity Building initiative, other Funding Proposals Submissions
- Participate in Monthly Manager Meetings with NFN
- Completion of other job-related duties as may be assigned by the Director of Social Services

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance
- Casual dress



Employment Opportunity

- Better than average vacation and leave packages

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- Must have a degree or Diploma in the Social Services or related field
- Must have a minimum of 5 years' experience working in social service settings and 2 years supervisory experience in Social Services / or related field
- Must have office administration experience and proficiency in Microsoft Office, Word, Excel, and Outlook computer skills
- Must have experience working with funders and reporting protocols
- Must have experience working with Indigenous Women and children
- Must provide a current CPIC / Vulnerable Sector Check (Min 3 months)
- Must possess a valid Ontario Driver's License and clear driving abstract
- Must have current First Aid/CPR or willing to undergo training
- Knowledge and understanding of Indigenous History and its impact on trauma

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing November 15, 2024 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- If no suitable candidate is found, the process will proceed to Stage Two.

Closing November 22, 2022 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application.
- If no suitable candidate is found, the process will proceed to Stage Three.

Closing November 29, 2022 - 3rd Round

- Opportunities are open to all applicants (status and non-status).
- The posting will be open until filled.

Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions. Work experience and training opportunities are taken into consideration when screening applications. Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

Miigwech to all applicants for their interest; however, only those selected for an interview will be contacted.